

QuarkXPress 7 - Editorial

(1 day)

Background

This Quark authorised introductory course has been designed to meet the specific requirements of professionals using QuarkXPress in an editorial capacity such as sub-editors or journalists.

The emphasis throughout the day is on the powerful text manipulation and editing features of QuarkXPress rather than it's layout and design features.

Course Outline

INTRODUCTION

Tools in QuarkXPress
The measurement palette
Moving around your document

BASIC TEXT CONTROLS

Different ways of selecting text
Importing text and graphics
Formatting text
Using leading and tracking controls
Using invisibles and guides
Font substitution
Finding and changing text
Exporting text from QuarkXPress
Saving text in MS Word format
Checking the spelling
The auxiliary dictionary

WORKING WITH LAYERS

Creating and editing layers

STYLE SHEETS

Importing style sheets
Creating style sheets
Editing style sheets
Character and paragraph level style sheets
Synchronising styles across several documents

WORKING WITH MASTER PAGES

Understanding Quark templates
Creating master pages
Adapting master pages
Applying master pages
Automatic page numbering
Running headers and footers

WORKING WITH TABLES

Defining columns and rows
Resizing tables

MORE TEXT CONTROLS

Running text around pictures
Linking text boxes
Using synchronised text
Hyphenation and justification
Setting the baseline grid
Locking text to the baseline grid
Anchored text boxes

PRINTING

Proofing your document
Using Quark Job Jacket
Using font usage

QUESTIONS AND ANSWERS



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